



BIDS AND AWARDS COMMITTEE

NOTICE OF NEGOTIATED PROCUREMENT

The Philippine International Convention Center (PICC) announces that the Bids and Awards Committee (BAC) will conduct a Negotiated Procurement for the **ONE (1) – YEAR CONTRACT FOR THE QUARTERLY PREVENTIVE MAINTENANCE SERVICE OF RECORD/BLASI AUTOMATIC DOORS**. The Total Approved Budget for Contract (ABC) for this requirement is **THREE HUNDRED TEN THOUSAND EIGHT HUNDRED PESOS (P310,800.00), VAT inclusive**.

This will be undertaken in accordance with Sec. 53.1, Two Failed Bids, of the Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184 otherwise known as "The Government Procurement Reform Act".

A complete set of documents may be obtained by interested bidders from October 1, 2019 to on or before 5:00 p.m. of October 18, 2019 and upon payment in cash of a non-refundable fee of **FIVE HUNDRED PESOS (P500.00)**.

Submission of proposals will be on or before **5:00 p.m. of October 18, 2019**, at the BAC Secretariat Office, Ground Floor, Delegation Building, PICC Complex, 1307 Pasay City. Attached are the specifications for this particular procurement.


MELPIN A. GONZAGA
Chairman

BIDS AND AWARDS COMMITTEE (BAC)

NEGOTIATED PROCUREMENT

Sir:

We wish to inform you that the procurement of the **ONE (1) – YEAR CONTRACT FOR THE QUARTERLY PREVENTIVE MAINTENANCE SERVICE OF RECORD/BLASI AUTOMATIC DOORS**, will be done by way of Alternative Method of Procurement through Negotiated Procurement.

The Total Approved Budget for Contract (ABC) for this project is **THREE HUNDRED TEN THOUSAND EIGHT HUNDRED PESOS (P310,800.00), VAT inclusive.**

Please submit your proposal on or before **5:00 p.m. of October 18, 2019** at the BAC Secretariat, Ground floor, Delegation Building, PICC together with the following:

A. ELIGIBILITY DOCUMENTS:

1. Certified photocopy of the valid and current PhilGEPS Certificate of Registration – Platinum Membership. If any of the documents mentioned in Annex "A" is not current, the new document should be submitted.

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2. Statement of all on-going government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
3. Statement of the Single Largest Completed Contract (SLCC) similar to the contract to be bid, entered into within the last five (5) years from the date of submission and opening of bids, and whose value is at least fifty percent (50%) of the ABC. Attach to such statement the following;

- a. Certified photocopy of the SLCC; and
- b. Certificate of Acceptance or Official Receipt or Sales Invoice

4. Net Financial Contracting Capacity (NFCC):

Computation of NFCC must be at least equal to the ABC to be bid, calculated as follows;

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

or a committed Line of Credit from Universal or Commercial Bank, in lieu of its NFCC Computation. The committed Line of Credit must be at least equal to ten percent (10%) of the ABC to be bid.

B. TECHNICAL COMPONENT:

1. Terms of Reference fully accomplished;
2. Notarized Omnibus Sworn Statement with attached;
 - a. For Corporations, the duly notarized Secretary's Certificate; or
 - b. For Sole Proprietorship, the notarized Special Power of Attorney.

C. OTHER DOCUMENTARY REQUIREMENTS:

1. Certified photocopy of the CY 2018 Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS);
2. Sections III, and V of the bid documents, signed on each and every page by the bidder's authorized representative;
3. Company Profile with Organizational Chart and sketch of office location;
4. Certification from PICC Mechanical Services Division that the participating Bidder has conducted an ocular inspection of the subject requirement; and
5. Certificate of Satisfactory Completion & Acceptance of previous PICC or BSP projects undertaken within the last five (5) years, if any.

Negotiation shall be made with the offeror who made the lowest offer; should the negotiation fail then the same shall be made with the second lowest offer.

Attached are the Technical Specifications and other requirements for the implementation of the abovementioned requirements.

PICC reserves the right to reject any offer or all quotations found to be disadvantageous to the government.

Very truly yours,


MELPIN A. GONZAGA
Chairman

Date

The Chairman
Bids and Awards Committee (BAC)
Philippine International Convention Center (PICC)

Dear Sir/Madam:

In response to your letter dated _____, 2019, I wish to submit our offer for the **ONE (1) – YEAR CONTRACT FOR THE QUARTERLY PREVENTIVE MAINTENANCE SERVICE OF RECORD/BLASI AUTOMATIC DOORS.**

TOTAL ANNUAL CONTRACT RATE: INCLUSIVE OF VALUE ADDED TAX (VAT)

(Amount in Words) (P _____)
(Amount in figures)

Very truly yours,

Signature of bidder over printed name

Address

Telephone/Fax No.

TERMS OF REFERENCE

I. TECHNICAL SPECIFICATIONS

Item No.	Article /Description	COMPLIANCE
1	<p>ONE (1) YEAR CONTRACT FOR THE QUARTERLY PREVENTIVE MAINTENANCE SERVICE OF RECORD/BLASI AUTOMATIC DOORS</p> <p>SCOPE OF WORKS</p> <p>Supply of labor, tools and instruments for the quarterly preventive maintenance service of thirty-six (36) sets Record/Blasi Automatic Doors and for a period of one year to include, but not limited to, the following:</p> <p>A. QUARTERLY SPECIFIC ACTIVITIES:</p> <ol style="list-style-type: none"> 1. Check and adjust to normal setting all moving parts. 2. Check condition of door rollers and bearings of each unit. 3. Conduct cleaning and re-lubrication of all units. 4. Conduct diagnostic and functional check for each unit. Re-tighten belts, bolts and screws when necessary. 5. Conduct tune - up and adjustment of micro-processor units/motion detector sensors. 6. Conduct repair and adjustment of door glass panels (except glass), when necessary. 7. Conduct troubleshooting and minor repair, re-calibration of troubled/defective controllers to include automatic voltage regulator and other accessories for their immediate restoration if needed. 8. Conduct cleaning/clearing of floor tracks of sliding doors. 9. Submit evaluation report and recommendation signed by the service manager or service supervisor, and service report signed by field personnel. 10. In case of glass door breakage, contractor shall disassemble/dismantle the door frames from the damaged glass door and install them to PICC' spare tempered glass door with the contractor's supplied consumable materials. The newly assembled tempered glass door shall be re-installed by the contractor at no additional cost to PICC. 	

11. Conduct minor adjustment/re-alignment of door glass panels to maintain proper and safe operation of the subject glass doors using contractors consumable materials such as screws, metal frames, woods, bolts and nuts etc.

12. Conduct replacement of defective parts using PICC supplied materials such as DC motor, Micro-processor Controller PCB, Sensors, Programmer Control Switch Display, Belts, Bearing, Batteries (12V, 100AH, 20HR), etc. and perform test operation.

A-1. TROUBLE-CALL ACTIVITIES:

1. Respond and check troubled unit/s within 24 hours after receipt of trouble call for emergency repair or service.
2. Conduct trouble shooting, general minor repair and replacement of defective parts using PICC supplied materials of any defective auto glass door unit/s found.

B. GENERAL CONDITIONS

1. The Contractor shall closely coordinate with the Assistant Director of the Mechanical Services Division or his representative any maintenance activities to be undertaken.
2. The Philippine International Convention Center (PICC) shall provide lubricants, materials (except waste rug) and parts necessary for the operation and maintenance activities.
3. The Contractor shall provide emergency service (check-up, trouble shooting and general minor repair) on on-call basis within 24 hours after receipt of call free of charge.
4. The following services shall not be part of Contractor's responsibility:
 - 4.1. Supply of materials and spare parts except for supplies such as waste, rugs, cleaning brush, hand gloves, glass adhesives, glass sealants and bond paper for service report.
 - 4.2 Supply and replacement of glass panels, glass panel frames, sensors, transformers, rollers and bearings.
 - 4.3. Rewinding and reconditioning of motors and control holding coils.
 - 4.4. Rewiring of electrical and/or electronic controls and accessories of the automatic doors.

5. All preventive maintenance services and repair works shall be performed during regular working hours, 8:00a.m. to 5:00p.m., and from Mondays to Saturdays. However, the Contractor shall not be allowed to do the repair or maintenance works during working hours if the area is being used by PICC' clients except on emergency cases. During emergency service, the contractor shall be allowed to work even beyond regular working hours at *its* own expense.
6. The Contractor shall provide PICC a detailed report of each inspection and or check-up of the said units. The report shall include log readings (if any) taken during inspection, condition of equipment, and recommendation on proper operation and maintenance, and repair work.
7. The Contractor upon request of PICC for the immediate restoration of malfunction of doors due to faulty controller/PCB, should replace the defective PCB with its service PCB unit. Said Service unit shall be pulled-out, once the replaced PCB is already available/installed by the CONTRACTOR. The new PCB, however, shall be purchased by PICC in accordance with the procurement law and regulations.
8. The Contractor, within the first 30 days of implementation of the contract, shall conduct inspection of the equipment together with the Assistant Director of Mechanical Services Division or his authorized representative to determine components and auxiliaries for repair and replacement, and submit recommendation for action of PICC.
9. The Contractor must submit NBI/Police Clearance of its personnel to be assigned at the PICC.
10. The contractor shall hold the PICC and its personnel free from any action or suit or liability whatsoever arising from any claim by any or all of the personnel employed by the Contractor to perform the services herein.

C. GENERAL PROVISION

1. No part of the services to be provided under this Scope of Work, and/or the contract may be sub-contracted and no obligation or duty arising therefrom maybe transferred or assigned to third parties;
2. The Contractor warrants that its personnel and/or representatives to be assigned shall comply with and submit themselves to the PICC' policies, procedures, rules and regulation concerning

security, safety, health, environmental protection, energy conservation, coordination system, materials and parts issuance, etc.

3. The Contractor's personnel should wear its company uniform and ID at all times whenever inside the PICC premises
4. Commission of any of the following shall be considered poor/unsatisfactory performance:
 - 4.1. Non-completion of quarterly services outlined under Specific Activities and Work Conditions.
 - 4.2. Two (2) or more times observed unsafe practices which may results to damage of any PICC equipment and/or properties, and/or injury/loss of life of any person/s at the PICC.
 - 4.3. Two (2) or more times failure to respond from an emergency trouble call of PICC personnel within 24-hour from receipt of phone call within a quarter or three (3)-month period.
 - 4.4. Two (2) written warnings within one-quarter period/three (3)-month period from the Office of Mechanical Services due to unsatisfactory workmanship.
 - 4.5. Three (3) written warnings within one-quarter period/three (3)-month period from the Office of Mechanical Services due to any action by the contractor or its personnel in violation of PICC security and safety rules. However, accumulation of three (3) written warnings in any quarterly period shall be considered unsatisfactory performance to be charged to the quarter where the third warnings happened.

Penalty:

- a. No partial payment for partial or incomplete services unless the fault or cause of partial accomplishment of the Contractor is attributable to PICC or its representatives.
- b. The Contractor shall not be paid for any rendition of quarterly services below satisfactory performance rating. Non-completion of any services outlined in Specific Activities is considered unsatisfactory performance and therefore, the subject period shall not be paid.
- c. The contractor shall be given written warning for the first offense of unsatisfactory performance and shall be notified for every offense committed and penalty charged.

	<p>The Contractor shall not be paid for any rendition of quarterly services below satisfactory performance rating or for incomplete or partial accomplishment unless the cause of incomplete or partial accomplishment is due to action/inaction of PICC or its representatives. The contractor shall be given written warning for the first periodic/monthly offense of unsatisfactory performance and shall be penalized immediately by way of non-payment for quarterly services for the subject period.</p> <p>Any motion for reconsideration for the payment of quarterly services due to poor and/or unsatisfactory performance as stipulated above shall not be entertained by PICC.</p>	
<p align="center">Statement of Compliance</p> <p>Offerors must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.</p>		

II. Performance Bond

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank.	Five percent (5%)
Bank draft/guarantee issued by a Universal or Commercial Bank	Five percent (5%)
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

III. Payment

For the services to be undertaken by the Contractor in accordance with PICC specifications and conditions enumerated above, the latter shall pay the former the proposed and approved amount on per quarter basis for one (1) year period, inclusive of Expanded Value Added Tax (E-VAT); payment is to be made upon presentation of the billing and submission of the required reports to the Mechanical Services Division, Technical Services Department who, in turn, shall issue a Certification of Acceptance and Full Satisfaction on Services delivered by the Contractor, subject to the usual government auditing and accounting rules and regulations.

However, the Contractor shall not be paid for any rendition of quarterly services below satisfactory performance rating or for incomplete or partial accomplishment unless the cause of incomplete or partial accomplishment is due to action/inaction of PICC or its representatives.

The Contractor agrees that there shall be no price increase for the duration of the Contract.

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IV. Schedule of Requirements

The schedule of delivery shall be:

Item No.	Description	Contract Period
1	ONE (1) YEAR CONTRACT FOR THE QUARTERLY PREVENTIVE MAINTENANCE SERVICE OF RECORD/BLASI AUTOMATIG DOORS	Contract duration shall be for a period of one (1) year from receipt of Notice to Proceed.

I hereby commit to comply and deliver all the above requirements in accordance with the above stated schedule.

Name of Company / Bidder

Signature over printed Name of Authorized Representative

Position

Date